### School Building Survey

#### General Information
1. When was the school built?
2. What additions have been made? When were they made?
3. What renovations have been made? When were they made?
5. What kind of fuels are used to provide energy to the school? For heating, cooling, water heating, lighting, other?
6. What are the total annual energy costs for the school? For electricity? Heating? Water heating? Air conditioning?
7. Are there other energy costs that the school pays for? Transportation?
8. How many hours is the school in use on weekdays? On weekends? In the summer? On holidays?
9. Do other organizations that use the school reimburse the school for energy use?
10. Who is in charge of controlling energy usage in the school? Do others have access to any of the controls? Is there a system in place for regulating and monitoring controls?
11. Who is in charge of maintaining energy-using equipment? Is there a maintenance schedule for all energy-using systems?

#### Building Envelope
1. What is the building(s) made of? In what condition is it?
2. What is the roofing material? What is the condition of the roof? Are there any leaks in the building when it rains?
3. Is the building designed to make use of passive solar heat and light?
4. In which direction does the building face?
5. How many windows are on each side of the building? Are any windows cracked or broken?
6. What percentage of outside wall space do the windows encompass?
7. How many outside doors are there? Are the outside doors insulated? Are there windows in the doors? Are they double glazed? Are any cracked or broken?
8. Is the building(s) well insulated? Walls? Ceilings?
9. Are interior stairwells open or enclosed?
10. Do windows and doors seal tightly, or do they leak air?
11. Are windows single or double-glazed? Can they be opened? Do the windows have adjustable blinds?
12. Are there awnings or overhangs over windows to shade windows from the overhead direct sun in warm weather, yet allow the slanted rays in winter to enter?
13. Are trees placed around the building to provide shade in warm months?
## School Building Survey

### Heating/ Cooling Systems

1. What kind of heating system is used in the school? What fuel does it use?
2. When was the heating system installed?
3. What is the AFUE (Annual Fuel Utilization Efficiency) of the system?
4. Does the heating system have a programmable thermostat to control temperature? What are the settings?
5. What kind of cooling system is used in the school?
6. When was the cooling system installed?
7. What is the SEER (Seasonal Energy Efficiency Rating) of the cooling system?
8. Does the cooling system have a programmable thermostat to control temperature? What are the settings?
9. Is there an air exchange system when neither the heating nor the cooling system is operating?
10. Are the heating and cooling systems maintained on a regular basis?
11. Are boilers, ducts, and pipes insulated?
12. Does your school make use of passive solar heating?

### Lighting

1. What kinds of lighting are used in the school? Outside the school?
2. Are lights and fixtures kept clean?
3. Can lights be controlled with dimmer switches? In which areas or rooms?
4. Does the school make use of skylights and natural lighting?
5. Are there automatic timers for any of the lights?

### Water Heating

1. What fuel is used to heat water in the school?
2. Is there more than one water heater? How many?
3. When were they installed?
4. What is/ are the EER (Energy Efficiency Rating) of the heaters?
5. Do the water heaters have timers? What are the settings for each heater?
6. At what temperatures are the water heaters set?
7. Are the water heaters and water pipes insulated?
8. Are flow restricters used?
9. Are there leaks in the hot water system?